

GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

April 10, 2013 5:00 P.M.

DRAFT

5:00 **Call to order**

5:01 **Roll call:**

5:05 **A. Approval of agenda (Packet Item A)**

5:10 **B. Minutes. (Packet Item B)**

5:12 **C. Communications**

5:15 **D. Financial Report (Packet Items D1-.) Roll Call Vote Required**

5:20 **E. Staff Reports (Packet Items E__)**

5:25 **F. Old Business:**

5:30 **G. New Business:**

Consent Agenda: (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**

1. Approve payment of late bills

- a. Unique Management Services \$161.10
- b. RCB Collections \$ 41.20

2. Approve Contracts

- a. Lake Superior Zoo, June 27 \$165.00
- b. Paul Sailer, June 13 travel expenses

3. Approve Resolution 2013-04 Accepting Donations

\$50.00	Ann Saxhaug & Dave Beghly	In memory of Edithmae Costello
\$2,400.00	Grand Rapids Area Library Foundation	Playaway subscription renewal
\$2,979.43	Grand Rapids Area Library Foundation	Children's non-fiction books
\$3,614.61	Grand Rapids Area Library Foundation	Solar wiring installation
\$1,000.00	Grand Rapids Area Library Foundation	Rapids Reads speaker/materials
\$12,337.50	Grand Rapids Area Library Foundation	½ QA Graphics contract/dashboard

Regular agenda

1. **Meet and confer with union representative on summer schedule**
2. **Set summer schedule (same schedule but closed Saturdays May 25 and Aug 31)**
3. **Accept resignation of Marcia Anderson effective May 2**
4. **Appoint Amy Dettmer as Interim Library Director Effective May 3**
5. **Authorize posting of Library Director position**
6. **Appoint Personnel Committee to oversee hiring process/serve as review committee**
7. **Strategic plan process for 2014**

5:30 **Adjourn**

5: 30 – 7:00 **review and update strategic plan**

Grand Rapids Area Library Board Regular Meeting March 13, 2013

Members present: John Soll, David Yankowiak, Dennis Jerome, Max Peters, Jemma Baker, Jean MacDonell, Mary Helen Haarklau, Abby Kuschel

Members Absent: Shannon Benolken

Staff present: Director Anderson

The monthly board meeting was called to order at 5:02 pm by Dennis Jerome

Agenda: Abby Kuschel moved to approve the agenda; second by Jean MacDonell. Motion passed unanimously

Minutes: John Soll moved to approve the minutes of the February 13, 2013 board meeting; a second by David Yankowiak and motion passed unanimously.

Communications: Director Anderson presented the year end Minnesota Community Foundation Statement.

Financial Report:

Library bill list

Invoices due on or before 3/13/13

Amazon.com	23.94
Ameripride Linen & Apparel	51.90
Anderson Glass	362.29
Audiogo	2,100.00
Baker & Taylor, Inc.	3,168.59
League of MN Cities Ins. Trust	9,540.00
Blue Cross/Shield of Minn.	8,276.00
Busy Bees Cleaning	1,700.00
CDW Government	565.00
Cengage Learning	59.96
Delta Dental of Minn.	238.45
Demco	1,540.01
Duluth News Tribune	287.56
Fidelity Security Life Ins.	11.27
Grand Rapids City Payroll	34,777.48
ICTV	15.00
Itasca County Sheriff Office	10.00
Junior Library Guild	77.00

Learning Opportunities, Inc.	18.95
Minnesota Energy Resources	437.76
Minn. Sales and Use Tax	31.33
Morning Glory B & B	170.00
Nextra Communications	95.48
Northern Business Products, Inc.	728.55
Paul Bunyan Communications	248.81
Personnel Dynamics	199.84
Pizza Works	11.99
P.U.C.	2,757.52
Recorded Books	586.25
SIM Supply	89.48
Verizon Wireless	114.76
Village Book Store	50.39
VISA	1,108.99
Waste Management	116.77
West Publishing Co.	146.00
Xerox Corp.	50.42
Joseph Plut	150.00
Theresa Dufner	100.00
Kim Heikkila	313.40
TOTAL	\$ 70,331.14

Max Peters moved to approve the financial report. A second was made by Jemma Baker On a roll call vote the motion was approved unanimously

Staff Report: Director Anderson handed out her staff report and clarified some questions from the board. The report included, an update on the energy project; mention of the joint project with the REIF Center, the “peep” diorama; an update on the Rapids Read, and mention of various current library programs.

Old Business: None to report

New Business: Consent Agenda

1. Approve payment of late bills:
 - a. Cloquet Public Library; \$21.38 for a lost book.
 - b. Unique Mgmt. Services (Feb. placemats) \$214.80
2. Approve Contracts:
 - a. Heikkela Feb. 21 - \$100 honorarium plus expenses;
 - b. Miltich - \$400 July 11 program
3. Approve Resolutions accepting donations:
 - a. \$50 Nancy Dicken – Books in memory of Edithmae R Costello
 - b. \$34 Grand Rapids Garden Club – magazine subscription

A motion was made by Max Peters to approve the consent agenda; a second was made by Abby Kuschel. A roll call vote was approved by all present.

Regular Agenda:

1. A motion was made by John Soll and seconded by Max Peters to approve the annual report to the Minnesota Department of Education and the appropriate signatures. The motion passed unanimously.

2. A motion was made by Abby Kuschel and seconded by Max Peters to approve the transfer of \$1763.00 in best-seller money to the Arrowhead Library System for the purchase of downloadable materials.

3. Discussion was held regarding the time and date for the strategic planning session. It was agreed to include time for this after the regular board meeting in April.

Dennis Jerome adjourned the meeting at 5:31 pm.

Next meeting will be April 10, 2013 at 5:00 pm.

Respectfully submitted

Jeff Wartchow

Board member Max Peters introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2013-03
A RESOLUTION ACCEPTING DONATIONS

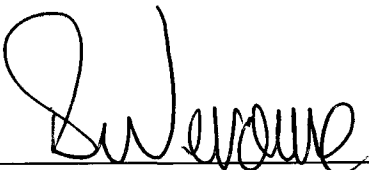
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,


NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

\$50 Nancy Dicken Large print/audio books in memory of Edithmae Ranfranz Costello
\$34 Grand Rapids Garden Club Magazine subscription

Adopted this 13th day of March 2013



Dennis Jerome, President



Secretary

Board member ABBY KUSCHEL seconded the foregoing resolution and the following voted in favor thereof: JOHN SOIL, DAVID YANKOWIAK, DENNIS JEROME, MAX PETERS, JEMMA BAKER, ABBY KUSCHEL, JEAN MACDONELL, MARY HELEN HAARKLAW

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

CITY OF GRAND RAPIDS
GRAND RAPIDS AREA LIBRARY
SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE
FOR THE THREE MONTHS ENDING MARCH 31, 2013
With Comparative Totals for March 31, 2012

	2012 Actual	2013 Actual	2013 Budget	Percent of Budget
Fund Balance 1/1/XX:				
Cash Flow	328,858	328,858	328,858	
Compensated Absences	31,497	31,497	31,497	
Emergency/unanticipated Expenditures	51,625	51,625	51,625	
Major Equipment Replacement	14,203	14,203	14,203	
TOTAL FUND BALANCE 1/1/XX	426,183	426,183	426,183	
Revenues:				
Taxes	-	-	575,038	0%
Intergovernmental	-	-	133,000	0%
Charges for Services	1,088	1,272	11,182	11%
Fines & Forfeits	3,261	3,002	15,000	20%
Blandin Grant	-	2,261	-	0%
GR Library Foundation	4,010	10,609	-	0%
Miscellaneous	38,469	3,818	16,400	23%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
TOTAL REVENUES	46,828	20,962	750,620	3%
Expenditures:				
Personnel	131,321	130,959	530,955	25%
Supplies/Materials	23,054	18,738	87,600	21%
Other Services/Charges	29,844	31,808	132,065	24%
Blandin Grant	-	1,502	-	0%
TOTAL EXPENDITURES	184,219	183,007	750,620	24%
Revenues > Expenditures	(137,391)	(162,045)	-	
Blandin Grant-Capital Grant	-	-	-	0%
Capital Outlay	16,968	32,370	-	0%
Fund Balance 3/31/XX				
Cash Flow	174,499	134,443	328,858	
Compensated Absences	31,497	31,497	31,497	
Emergency/unanticipated Expenditures	51,625	51,625	51,625	
Major Equipment Replacement	14,203	14,203	14,203	
TOTAL FUND BALANCE 3/31/XX	\$ 271,824	\$ 231,768	\$ 426,183	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$29,260 as of 12/31/12. This endowment is not available for current operations.

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH MARCH 31, 2013

Account Number	Account Description	2013 Budget	Year to Date	Percent of Budget
211-00-31-00-0100	CURRENT	\$ 575,038	\$ -	0%
211-00-33-00-6300	LIBRARY CONTRACTS	133,000	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	-	0%
211-00-34-00-7970	PHOTO COPIES	1,900	391	21%
211-00-34-00-7975	INTERNET	3,000	881	29%
211-00-35-00-1030	LIBRARY FINES	15,000	3,002	20%
211-00-37-00-2310	DONATIONS	2,500	98	4%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	100	10%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	-	100	0%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	200	398	199%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,400	1,286	92%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATIN	-	10,609	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,500	1,345	38%
211-00-37-00-2420	BLANDIN GRANTS	-	2,261	0%
211-00-37-00-2421	MIRC GRANT	-	-	0%
211-00-37-00-2450	MISCELLANEOUS	1,800	490	27%
211-00-37-00-2455	NATURAL GAS REBATE	-	-	0%
211-00-37-00-5100	INVESTMENT INCOME	6,000	-	0%
	TOTAL REVENUE	750,620	20,962	3%
211-00-39-00-5500	FUND BALANCE USAGE	-	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	302,714	64,369	21%
211-00-75-10-1030	SALARY-PARTTIME	101,400	21,670	21%
211-00-75-10-1050	CONTRACTED SERVICES	3,000	545	18%
211-00-75-10-1210	PERA	29,066	6,235	21%
211-00-75-10-1220	FICA	24,857	5,065	20%
211-00-75-10-1250	MEDICARE	5,813	1,184	20%
211-00-75-10-1310	HEALTH INSURANCE	59,081	28,664	49%
211-00-75-10-1330	LIFE INSURANCE	246	83	34%
211-00-75-10-1335	DENTAL INSURANCE	1,778	412	23%
211-00-75-10-1347	VISION INSURANCE	-	3	0%
211-00-75-10-1420	UNEMPLOYMENT	-	-	0%
211-00-75-10-1510	WORKERS COMPENSATION	3,000	2,730	91%
211-00-75-20-2010	OFFICE SUPPLIES	8,000	1,833	23%
211-00-75-20-2020	COPY SUPPLIES	1,000	224	22%
211-00-75-20-2030	PRINTING/BINDING	400	39	10%
211-00-75-20-2043	BINDINGS	200	-	0%
211-00-75-20-2060	COMPUTER SUPPLIES	4,000	642	16%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	565	28%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	10,000	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	240	24%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	22	6%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	150	7%
211-00-75-20-2110	BOOKS	38,000	7,496	20%
211-00-75-20-2120	AUDIO/VISUAL	9,000	6,717	75%
211-00-75-20-2130	NEWSPAPERS	1,000	288	29%
211-00-75-20-2140	PERIODICALS	7,000	199	3%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	3,000	325	11%
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	350	-	0%
211-00-75-20-2210	EQUIPMENT PARTS	300	-	0%
211-00-75-30-3000	PROFESSIONAL SERVICES	100	-	0%
211-00-75-30-3010	ACCOUNTING SERVICES	800	-	0%
211-00-75-30-3040	LEGAL	500	-	0%
211-00-75-30-3070	LAUNDRY	480	1,804	376%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	3,400	17%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	959	24%
211-00-75-30-3210	TELEPHONE	6,555	1,261	19%
211-00-75-30-3220	POSTAGE/FREIGHT	500	57	11%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	327	65%
211-00-75-30-3255	STAFF TRAINING	500	-	0%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	-	0%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	1,000	251	25%
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	150	-	0%

CITY OF GRAND RAPIDS
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES
 YEAR TO DATE THROUGH MARCH 31, 2013

Account Number	Account Description	2013 Budget	Year to Date	Percent of Budget
211-00-75-30-3510	PUBLISHING & ADVERTISING	500	-	0%
211-00-75-30-3610	GENERAL INSURANCE	8,000	9,540	119%
211-00-75-30-3810	ELECTRICITY	39,930	5,170	13%
211-00-75-30-3840	GARBAGE REMOVAL	1,300	232	18%
211-00-75-30-3860	HEAT-NATURAL GAS	8,000	463	6%
211-00-75-30-4000	MAINTENANCE CONTRACTS	4,000	4,356	109%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	1,000	7%
211-00-75-30-4015	GROUPS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	10,000	1,330	13%
211-00-75-30-4030	ONLINE SERVICES	4,000	1,258	31%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	3,000	10	0%
211-00-75-30-4100	EQUIPMENT LEASES	900	219	24%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBSCRIPTIONS	500	151	30%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	21	21%
211-00-75-50-5500	2009-11B EQPT/MACH/FURN/FIX	-	32,370	0%
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	-	230	0%
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	-	1,272	0%
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	-	-	0%
	TOTAL EXPENDITURES	750,620	215,377	29%
SURPLUS REVENUES(EXPENDITURES)		\$ -	\$ (194,415)	

DATE: 04/04/2013
 TIME: 13:09:05
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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 1
 F-YR: 13

FUND: PUBLIC LIBRARY
 FOR 3 PERIODS ENDING MARCH 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 01/01/13	NET DEBITS	NET CREDITS	BALANCE 03/31/13
ASSETS					
211-00-00-00-0100	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-0110	DUE TO OTHER FUNDS	0.00	108,768.61	108,768.61	0.00
211-00-00-00-1010	CASH	415,057.53	23,413.74	211,700.45	226,770.82
211-00-00-00-1019	PETTY CASH FUND	20.00	0.00	0.00	20.00
211-00-00-00-1020	CHANGE FUND	90.00	0.00	0.00	90.00
211-00-00-00-1050	TAXES RECEIVABLE-CURRENT	0.00	0.00	0.00	0.00
211-00-00-00-1070	TAXES RECEIVABLE-DELINQUENT	806.00	0.00	0.00	806.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	2,516.79	0.00	1,816.65	700.14
211-00-00-00-1310	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-1313	DUE FROM ALS	0.00	0.00	0.00	0.00
211-00-00-00-1315	DUE FROM MN FOUNDATION	0.00	0.00	0.00	0.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	29,260.00	0.00	0.00	29,260.00
211-00-00-00-1321	DUE FROM US GOV'T	747.34	0.00	747.34	0.00
211-00-00-00-1550	PREPAID ITEMS	0.00	0.00	0.00	0.00
211-00-00-00-1620	BUILDINGS	14,128.88	0.00	14,128.88	0.00
211-00-00-00-1621	ACCUMULATED DEPRECIATION	0.00	0.00	0.00	0.00
211-00-00-00-1630	IMPROVEMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1800	ENCUMBRANCES	0.00	5,234.73	5,234.73	0.00
TOTAL		462,626.54	137,417.08	342,396.66	257,646.96
TOTAL ASSETS		462,626.54	137,417.08	342,396.66	257,646.96
LIABILITIES AND FUND EQUITY					
LIABILITIES					
211-00-00-00-2020	ACCOUNTS PAYABLE	16,964.43	193,527.45	196,343.29	19,780.27
211-00-00-00-2030	SALES TAX PAYABLE	0.00	72.17	115.59	43.42
211-00-00-00-2040	USE TAX PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2060	CONTRACTS PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2070	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-2080	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-2120	DUE TO COMPONENT UNIT-PUC	0.00	0.00	0.00	0.00
211-00-00-00-2170	ACCRUED WAGES PAYABLE	10,245.02	10,245.02	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	806.00	0.00	0.00	806.00
211-00-00-00-2220	DEFERRED REVENUES	3,178.35	3,178.35	0.00	0.00
TOTAL		31,193.80	207,022.99	196,458.88	20,629.69
TOTAL LIABILITIES		31,193.80	207,022.99	196,458.88	20,629.69
FUND EQUITY					

DATE: 04/04/2013
 TIME: 13:09:05
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CITY OF GRAND RAPIDS
 DETAILED BALANCE SHEET

PAGE: 2
 F-YR: 13

FUND: PUBLIC LIBRARY
 FOR 3 PERIODS ENDING MARCH 31, 2013

ACCOUNT #	DESCRIPTION	BALANCE 01/01/13	NET DEBITS	NET CREDITS	BALANCE 03/31/13
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	431,432.74	0.00	0.00	431,432.74
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	5,234.73	5,234.73	0.00
TOTAL		431,432.74	5,234.73	5,234.73	431,432.74
	FUND SURPLUS (DEFICIT)	0.00	194,415.47	0.00	(194,415.47)
TOTAL FUND EQUITY		431,432.74	199,650.20	5,234.73	237,017.27
TOTAL LIABILITIES AND FUND EQUITY		462,626.54	406,673.19	201,693.61	257,646.96

LIBRARY BILL LIST - APRIL 10, 2013

DATE: 04/04/2013
 TIME: 10:42:55
 ID: AP443000.CGR

CITY OF GRAND RAPIDS
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 04/10/2013

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	91.44
0113231	AMERICAN LIBRARY ASSOC	327.00
0113233	AMERIPRIDE LINEN & APPAREL	34.60
0118660	ARROWHEAD LIBRARY SYSTEM	61.74
0201428	BAKER & TAYLOR, INC	2,063.54
0221700	BUSY BEES QUALITY CLEANING	1,700.00
0305485	CENGAGE LEARNING INC	59.96
0315455	COLE HARDWARE INC	7.46
0701650	GARTNER REFRIGERATION CO	368.00
0801535	HAMMERLUND CONSTRUCTION INC	16,050.00
0805524	BONNIE HENRIKSEN	9.78
0920003	ITASCA AREA SCHOOLS	935.00
1415377	NORTHERN BUSINESS PRODUCTS INC	194.02
1605665	PERSONNEL DYNAMICS LLC	290.99
1608100	PHAROS SYSTEMS INT'L INC	939.00
1609925	PIZZA WORKS	11.99
1805150	RECORDED BOOKS	130.35
1821700	MICHAEL RUSSELL	285.00
1909510	SIM SUPPLY INC	106.13
2116700	UPSTART	81.76
2305690	WEST PUBLISHING COMPANY	342.50
2405650	XEROX CORPORATION	111.26
	TOTAL	24,201.52
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
0114217	MARCIA ANDERSON	127.50
0312600	CLOQUET PUBLIC LIBRARY	21.38
0405447	DELTA DENTAL OF MINNESOTA	238.45
0605191	FIDELITY SECURITY LIFE INS CO	11.27
0718015	GRAND RAPIDS CITY PAYROLL	35,659.41
1101505	TRACY KAMPA	23.00
1209516	LINCOLN NATIONAL LIFE	90.70
1309199	MINNESOTA ENERGY RESOURCES	25.23
1309335	MINNESOTA SALES & USE TAX	40.80
1405850	NEXTERA COMMUNICATIONS LLC	96.63
1601750	PAUL BUNYAN COMMUNICATIONS	248.61
1609557	PIONEER MUTUAL LIFE INS CO	20.50
1609730	PITNEY BOWES	143.34
1621130	P.U.C.	2,412.56
2205637	VERIZON WIRELESS	114.76
	TOTAL PRIOR APPROVAL	39,274.14
	TOTAL ALL DEPARTMENTS	63,475.66

Director's Report April 2013

Explanation of Agenda Items

G C 2 Contracts

Lake Superior Zoo will provide two programs on June 27. They bring several small animals and talk about habits, habitat etc. This was a big hit last summer, and they are very reasonable.

Paul Sailer is the author of *Oranges Are Sweet* the biography of a Hill City man who fought in WWII. Sailer lives in Wadena, so expenses should be less than \$150

G R 1 and 2 Summer Hours.

Approve scheduling summer Saturdays: The union contract requires a meeting with union representation before scheduling staff to work Saturdays during the summer. Michelle Johnson, union steward, has agreed to a brief meeting at the beginning of the agenda with the newly elected union steward.

Proposal:

Open all Saturdays during the summer of 2013 from 10:00-2:00 (regular hours) except May 25 (Memorial Day Weekend) and August 31 (Labor Day weekend)

We have been open on Saturdays since 2007. When we were open on the Saturdays of holiday weekends they were very, very slow. We have been closing around July 4 when the day falls near a weekend, but since it is mid-week this summer, there is no logical Saturday closure

Last summer we continued Saturday Story times during the summer at the request of parents. They were well attended through mid-August. Circulation and traffic is not heavy, but busy enough to justify being open. One down side is that keeping the building cool in the summer is expensive. Closing on Saturdays would cut some electricity expense.

G R 3-6 Accepting my resignation, appointing Amy Dettmer as interim Director, authorizing posting the position and Appointing a personnel committee to over the process.

Amy is willing to be the Interim Director, is interested in applying for the Director position, and is completely capable of doing the job. We have contacted several people who are willing to help fill vacant hours at the circulation and reference desks during the interim. We usually handle this kind of short-term need using Personnel Dynamics to provide the employment relationship. We have several people trained to work at circulation, and reference.

G R 7 Strategic Planning Process for 2014 (see separate document)

Energy Project update

The Dashboard is under development

Hammerlund finished digging holes and installed the concrete bases for the poles.

Rapids Reads

Materials, books by and about Jon Hassler and creative writing, have been received and are on display. Events began in late March with the kickoff by Joe Plut, author of *Conversations with Jon Hassler*.

Lisa Marcis, ICC English Instructor, presented a seminar on Creative Writing on April 4, Matt Norton will facilitate a discussion on April 9

Peeps Diorama Contest

The first annual Peeps Diorama Contest was very "peepular" We had 20 entries with 10 in the k-grade 6 category, 5 in teen and 5 in adult. Entries were due on March 25 and judged that week. The winners were announced at the Ellie the Elephant show on April 1. We had a lot of interest, and people who saw the entries were delighted. We will do it again next year!

Art Exhibit from Morocco

In collaboration with the Reif Center, we are hosting parts of the photography collection accompanying the CaravanSerai project. In February we hosted photos of rural areas. In March we put up a collection of photos of women. April is cityscapes in Morocco.

Upcoming: Mississippi Then and Now

We just put up a few pieces of a travelling collection of photographs of the Mississippi by Henry Bosse (late 1800s) and Chris Faust (early 2000s) of the same landscapes. MacRostie is hosting a large exhibit of the photographs and asked if we could display a few.

Assistant Director's Report

April 2013

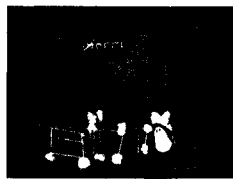
Teens

Teen Advisory Board

March 26, 2013

Members present: Josh C., Jacob C., Emi S., Marie N., Jotavia H., Gabby L., Elizabeth T., Jonas T.

Members created 2 dioramas for the contest. Check out the pictures!



Operations

The 1st annual Peeps Diorama contest was held this year. There were 22 entries in 3 categories: 5th grade and below, 6th-12th grade, and adult. There was also a People's Choice Award. Winners in the categories are:

5th Grade and Below Category-"Helm's Peep" by Gracie Knauss

6th-12th Grade Category-"Hanging with my Peeps" by Mara Munter

Adult Category-"Peeps Snow Days" by Muggs and Nellie

We displayed the dioramas in the lobby glass case and on a table in the library. Patrons in the library could vote for their favorite. There were 114 people who voted for their favorite!!!!!!!!!!

People's Choice Award

1st Place-"Peeps Snow Days" by Muggs and Nellie

2nd Place-"Helm's Peep" by Gracie Knauss

3rd Place-"Peperoni and Cheese Peepza" by Patti Carlin-Janssen

Thank you to: Marcia and Darla for donating the toothbrush, toothpaste, and dental floss, the Friends of the Library for supplying the Target Gift Cards, and the Three Bears Candy Company for donating the gift basket for the People's Choice Award Winner!

Staff

Will continues to be part of the City Wellness Committee.

On Friday March 15, I went on the morning show at KAXE with Heidi and Scott to talk about *Four Miles to Pinecone* by Jon Hassler. Heidi and I discussed the book which was Hassler's first published work. The timing was perfect for being on the radio because the author of *Conversations about Conversations*, Joseph Plut, visited in late March. The radio broadcast was a great PR tool for advertising *Rapids Reads*.

	THIS MONTH	YTD	YTD 12	Express Check outs	% of total	Jan 2012
Check-outs	13,959	39,670	40,901	3,082	22.08%	
Renewals	1,699	5,541	5,192			
Total Circulation	15,658	45,211	46,093			
Returns	15,087	42,956	45,280			
New cards	102	316	369			

	THIS MONTH	YTD	YTD 2012	Door count	2012 comparison
Books cataloged and processed	500	1,744	1,700	10265	-0.48%
Withdrawn copies	319	763	942		
Withdrawn Titles	239	736	808		

	THIS MONTH	YTD	YTD 2012
tests proctored	960	2,724	2,463
computer help over 5 minutes	9	18	25
INTERNET	3	23	9

	THIS MONTH	HOURS	YTD HOURS	2012 YTD SESSIONS	2012 YTD HOURS
Pharos sessions ***	1,660	951	4,568	5,142	3,090

	THIS MONTH	HOURS	YTD HOURS	2012 YTD SESSIONS	2012 YTD HOURS
Non-Pharos sessions	67	186	186	95	95

	THIS MONTH	HOURS	YTD HOURS	2012 YTD SESSIONS	2012 YTD HOURS
VOLUNTEERS	48	209.50	68	612.75	576.25

	THIS MONTH	PEOPLE	YTD PEOPLE	2012 YTD GROUPS	2012 YTD PEOPLE
MEETING ROOM	29	886	86	2,495	94
COMMUNITY ROOM	11	85	46	344	48
GROUP STUDY ROOM	40	971	132	2,839	142
Total Mtg Rm Use					2,510

	THIS MONTH	PEOPLE	YTD PEOPLE	2012 YTD GROUPS	2012 YTD PEOPLE
PROGRAMS & TOURS	8	175	18	368	465
BOOK TIME	3	129	11	528	587
SATURDAY STORY TIME	4	78	15	224	232
CLASS VISITS	2	112	5	308	299
NON SCHOOL GROUPS	4	163	11	242	103
CHILDREN'S PROGRAMS	21	657	60	1,670	1,686
TEEN PROGRAMS	4	134	14	376	168
Total Youth Programs					
Total Adult Programs					

	HRS THIS MONTH	HRS YTD	HRS YTD 2012
BOOKINGS & ARRANGEMENTS	11.5	30.5	28
TOTALS			

Library Volunteer and Program Report for March 2013

March Volunteers

48 volunteers/209.5 hours (Library Board, Program Committee, Teen Advisory Committee and Friends of Library Board hours are included in this report.)

Volunteer Activities

- Receiving, sorting and shelving books in the book store
- Shelving books and sorting periodicals
- Shelving books in the Children's library
- Pull list
- New York Times best seller list
- 3 judges for the Peeps Diorama Contest
- Processing deleted books
- Hosting library programs

Board & Program Committee Volunteers

Library Board: 8 volunteers/10.5 hours

Program Committee: 8 volunteers/26.5 hours

Friends of the Library Board: 4 volunteers/11 hours

Teen Advisory Board: 8 volunteers/8 hours

The following programs were offered in February:

Bridging Cultures Film Series ~ Islamic Art: Mirror of the Invisible World

Hosted by MacRostie Art Center, Wednesday, March 6, 7:00 p.m. 12 people attended

Northern Pike

Thursday, March 7, 7:00 p.m.

Rod Pierce, DNR Fisheries specialist spoke about his research and book on this popular freshwater fish species. 40 people attended.

Spring Pruning

Tuesday, March 12, @ 7:00 p.m.

Gene Curnow, Itasca County Master Gardener presented the first of three programs to be offered at the library this spring in collaboration with Master Gardeners. 15 people attended.

Thanks for the Memories

Thursday, March 14, 7:00 p.m.

Duluth Superior Symphony Orchestra String Quartet presented a delightful program about American pop music in the library after hours. This was supported with Legacy funds. About 49 people attended.

Rapids Reads Kick-off: A Celebration of Jon Hassler

Thursday, March 21, 7:00 p.m.

Special guest interviewer, Heidi Holtan, from KAXE, interviewed author Joseph Plut who wrote about the writing of Jon Hassler. Plut's book, "Conversations With Jon Hassler" and Hassler's novels were the focus of this year's Rapids Reads. 30 attended.

Caravanserai: Morocco: Photo Exhibit of Moroccan Women

A photo exhibit was loaned and installed in the library for the month of March by the Reif Center in continued collaboration of building community awareness of the Middle East and Muslim culture. More than 200 patrons viewed the exhibit.

Children's Library Summary
March 2013

March was a quieter month in the Children's Library, with occasional hours of craziness mixed in – just enough to keep it interesting.

March Book Times and Story Times were well attended; in March we had only 3 Saturday Story Times, but attendance averaged 43 people at each!

This month we had visits from both of the 4th grade classes at Southwest Elementary, as well as a visit from Sugar Point Headstart and the middle school special ed class.

On Friday, March 22, Tracy and I attended a CLAS (Children's Librarians of the Arrowhead System) meeting in Mountain Iron. Because of changes in staffing at Arrowhead and strategic planning, there hadn't been a CLAS meeting in more than a year, so it was a great opportunity to get together and share ideas, stories, etc. Gail Nordstrom, an amazing librarian from Fergus Falls, helped us brainstorm some great ideas for our summer reading program, "Dig into Reading." Traditionally, we have had two meetings each year, but as soon as they hire a new coordinator for Youth Services and Training we should begin meeting four times a year.

March 23, we welcomed Casey Aro, a singer/storyteller. Casey brought a friend, so we got two performers for the price of one – although this was a Legacy event, so it didn't cost us at all! We welcomed 84 boys, girls and adults to this performance.

Family movie night, on March 28, saw 28 people here to watch "Rise of the Guardians." (Did you know that the Easter Bunny is Australian, and Santa has a Russian accent?)

But the record breaker was "Ellie the Elephant and the Silly Shades Brigade" from the Duluth Playhouse – another Legacy event on Monday, April 1. Don't tell the fire marshal, but we had about 145 people at the performance! We may have to consider a system like Duluth Library uses: they issue a limited number of tickets (free) to attend their events.

An update on the grant application made to bring Native American performers to the library this summer: we didn't receive the grant. But the program is such a great idea that we hope to pursue another source of funding.

Looking ahead:

- April 11 – 13: Spotlight on Books at Ruttger's Sugar Lake Lodge
- April 18: Kindergarten Roundup at the IRA Civic Center
- April 25: Family Movie Night – "Hotel Transylvania"
- April 27: The Children's Fair at the IRA Civic Center.

April 2, 2013

Library Board of Trustees
Tom Pagel
City Council

It is with mixed regret and excitement that I submit my resignation as Director of Library Services. I have accepted an offer from the Santa Fe, New Mexico Public Library to manage their downtown library. My last day will be Thursday, May 2nd.

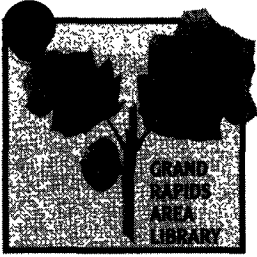
I have enjoyed the last 5 years as Director, and the previous 2.5 years as Assistant Director and Reference Librarian. We have been doing some great things to serve the community, and much more is in the works. As the Library Board and staff prepare to begin the process of engaging the community in developing a new strategic plan for 2014 and beyond, I am confident that the Library is in good hands and will continue to do great things. I am sure whoever the Board chooses to replace me will have just as much fun!

Thank You!

Marcia Anderson

Proposed process for replacing Director

April 8	Council to accept resignation (subject to Library Board approval) Council to appoint Amy as Interim Library Director
April 10	Library Board to accept resignation Library Board to recommend appointment of Amy Dettmer as Interim Library Director Appoint a personnel /hiring committee to oversee process, review applications and Interview Candidates.
April 15 – May 10	Post Library Director position (internally and externally) It will be posted with the League of MN Cities, the Workforce Center, the Minnesota Library Association, and the American Library Association, at a minimum.
May 13 – May 17	Rank applications
May 28 – June 7	Interview candidates
June 12	Library Board makes recommendation
June 24	City Council to approve recommendation
June 25 – July 23	Finalist notice to employer (2 weeks to 30 days)
July 24 –August 1	Hire Date



April 10, 2013

Paul Sailer
22082 County Road 66
Wadena MN 56482

GRAND RAPIDS AREA LIBRARY
140 NE Second Street
Grand Rapids, MN 55744

Director: (218) 326-7643
Reference: (218) 327-8820
Children (218) 327-8823
Office: (218) 326-7640
Fax: (218) 326-7644
TTY: (218) 327-8831

Dear Mr. Sailer:

I am pleased that you will be leading a presentation on your research on World War II for the Grand Rapids Area Library on June 13 at 7:00 p.m. Please let me know if you have any audio visual or set up needs library staff should be aware of.

Many library programs are videotaped by our local public access television station. Is your program suitable for taping and will you give your permission for it to be taped and rebroadcast? If so, please sign the enclosed form. You may certainly bring copies of your book to sell if you wish.

The Library will reimburse you for travel expenses, including mileage from Wadena at the IRS rate in effect at the time of the program and an evening meal while in Grand Rapids. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

My e-mail is: manderso@arrowhead.lib.mn.us. Don't hesitate to contact me if you have questions or concerns about the arrangements for your program.

Sincerely,

Marcia Anderson
Library Director

Enc: ICTV release form, W-9 form, expense reimbursement form

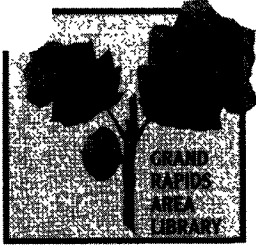
These terms are acceptable:

Paul M. Sailer
Signature

4-20-13
Date

Approved for the Board of Directors:
SW Johnson
Board President

11 Apr 13
Date



April 10, 2013

Lake Superior Zoo
Education Office
7210 Fremont St.
Duluth MN 55807

GRAND RAPIDS AREA LIBRARY
140 NE Second Street
Grand Rapids, MN 55744

Director: (218) 326-7643
Reference: (218) 327-8820
Children (218) 327-8823
Office: (218) 326-7640
Fax: (218) 326-7644
TTY: (218) 327-8831

I am pleased that you will be providing 2 presentation with Zoo animals for the Grand Rapids Area Library on June 27 at 6:00 p.m and 6:45 pm (Creature Categories and Around the World. Please let me know if you have any set up needs library staff should be aware of.

The Library agrees to pay you \$165 for the 2 presentations. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment.

My e-mail is: manderso@arrowhead.lib.mn.us. Don't hesitate to contact me if you have questions or concerns about the arrangements for your program.

Sincerely,

Marcia Anderson
Library Director

Enc: W-9 form,

These terms are acceptable:

Jessamy Schworg
Signature

4/10/13
Date

Approved for the Board of Directors:
Du Wenne
Board President

11 Apr 13
Date